

INSIDE



Cappello Named HCD Chief

Librarian of Congress Carla Hayden announced last week that Joe Cappello has been selected to serve as the Library's chief human capital officer, effective immediately.

PAGE 3

Phased Return Launches

The Library will implement phase one, part one, of the plan to gradually restore on-site operations on June 22.

PAGE 4

Supervising from Afar

Fellows in the 10th iteration of the Library's Leadership Development Program are managing supervisory details remotely during the COVID-19 coronavirus pandemic.

PAGE 5



Q&A: Sahar Kazmi

The writer-editor in the Communications Section of the Office of the Chief Information Officer answers questions about her career and interests.

PAGE 6



Courtesy Internship and Fellowship Programs

Abhik Thapa (clockwise from top left), Aranza Obscura, Carlos Cedillo, Angel Vergara, Daisy Pelayo Figueroa, Jose Ramirez, Ricardo Hernandez and José Carreño are interning at the Library this summer.

Two Long-Standing Programs Welcome Summer Interns

This month, 22 students from across the U.S. and Puerto Rico begin virtual internships.

BY WENDI A. MALONEY

On Friday morning, March 13, Julia Ho-Gonzalez arrived at the Adams Building thinking about strategies to enrich the experience of interns at the Library. As a participant herself in the national internship program of the Hispanic Association of Colleges and Universities (HACU), she was charged with organizing events to help her fellow interns cultivate workplace skills – building resumes, interviewing, finding job coaches.

But almost as soon as her day started, it ended. She was instructed to pack her bags and

catch a flight home to California, where she'd recently earned a bachelor's degree in political science from the University of California, Los Angeles. The COVID-19 coronavirus pandemic had ushered in a social distancing regime that remains in effect.

Yet, Ho-Gonzalez's Library internship did not end when she went home. She continued to work for the Library across time zones and miles, setting a precedent for virtual internships the Internship and Fellowship Programs (IFP) division is offering this summer.

INTERNS, CONTINUED ON 7

DONATED TIME

The following employees have satisfied eligibility requirements to receive leave donations from other staff members. Contact Lisa Davis at (202) 707-0033.

Craig Andrews
Sharif Adenan
Lynette Brown
Eric Clark

Sharron Jones
Terri Harris-Wandix
Donna Williams

CORRECTION

An obituary in the June 5 Gazette for Steven Permut included several details that were incorrect. Permut's date of death was March 10. He majored in sociology as an undergraduate and earned his master's degree in piano pedagogy. His first position at the Library was in the Catalog Publications Division.

COVID-19 UPDATE

On June 12, the Health Services Division (HSD) announced two new cases of COVID-19. The newly reported cases involved staff who had not been in the Library recently, so contact tracing was not necessary.

HSD is communicating with all staff members who become ill. In cases in which ill individuals were present in Library buildings, HSD is also notifying their close work contacts and cleaning and disinfecting the areas affected. The same process is being followed when contractors in Library buildings become ill.

More information on the Library's pandemic response: <https://go.usa.gov/xdtV5> (intranet) or <https://go.usa.gov/xdtVQ> (public-facing staff web page)

POETRY ANCESTORS CONVERSATION

June 25, 7 p.m.

American Book Award winner Kimiko Hahn and award-winning poet Rajiv Mohabir will talk about invention and influence across borders and how poetry serves as a model for our moment with Washington Post Book World critic Ron Charles. The conversation is presented in partnership with National Book Festival Presents.

The conversation will be streamed with closed captions from the Library's Facebook page (<https://bit.ly/2UPu4BC>) and its YouTube site (<https://bit.ly/37xS4hM>). It will be available afterward on those sites and at www.loc.gov.

Questions? Contact specialevents@loc.gov.

CFC SPECIAL PANDEMIC SOLICITATION

The Office of Personnel Management has authorized launch of a Combined Federal Campaign (CFC) special solicitation to allow federal employees and retirees to make a supplemental donation to CFC charities during the COVID-19 coronavirus pandemic. To donate, visit the CFC online portal (<https://go.usa.gov/xvdf3>) now through June 30. An FAQ document (<https://go.usa.gov/xvdfY>) provides details about the initiative.

Questions? Contact Tonya Dorsey (tdor@loc.gov), the Library's CFC program manager.

NO GAZETTE ISSUE ON JULY 3

The Gazette will not publish on July 3 because of the federal Independence Day holiday. The deadline to submit editorial copy for the July 10 issue is Wednesday, July 1.

loc.gov/staff/gazette

APRIL SLAYTON
Executive Editor

MARK HARTSELL
Publications Editor

WENDI A. MALONEY
Writer-Editor

CONTRIBUTING EDITORS
Deanna McCray-James, calendar
Kia Campbell, Moving On
Lisa Davis, donated leave

PROOFREADER
George Thuronyi

DESIGN AND PRODUCTION
Ashley Jones

MISSION OF THE LIBRARY OF CONGRESS

The Library's central mission is to engage, inspire and inform Congress and the American people with a universal and enduring source of knowledge and creativity.

ABOUT THE GAZETTE

An official publication of the Library of Congress, The Gazette encourages Library managers and staff to submit articles and photographs of general interest. Submissions will be edited to convey the most necessary information.

Back issues of The Gazette in print are available in the Communications Office, LM 143. Electronic archived issues and a color PDF file of the current issue are available online at loc.gov/staff/gazette.

GAZETTE WELCOMES LETTERS FROM STAFF

Staff members are invited to use the Gazette for lively and thoughtful debate relevant to Library issues. Letters must be signed by the author, whose place of work and telephone extension should be included so we can verify authorship. If a letter calls for management response, an explanation of a policy or actions or clarification of fact, we will ask for management response.—Ed.

Library of Congress Gazette

Washington, DC 20540-1620

Editorial: Mark Hartsell, 7-9194, mhartsell@loc.gov,

or Wendi Maloney, 7-0979, wmal@loc.gov

Design and production: Ashley Jones, 7-9193,

gaze@loc.gov

ISSN 1049-8184

Printed by the Printing Management Section

GAZETTE DEADLINES

The deadline for editorial copy for the July 10 Gazette is Wednesday, July 1.

Email editorial copy and letters to the editor to mhartsell@loc.gov and wmal@loc.gov.

To promote events through the Library's online calendar (www.loc.gov/loc/events) and the Gazette Calendar, email event and contact information to calendar@loc.gov by 9 a.m. Monday of the week of publication.

Boxed announcements should be submitted electronically (text files) by 9 a.m. Monday the week of publication to mhartsell@loc.gov and wmal@loc.gov.

Joe Cappello Appointed Chief Human Capital Officer

Librarian of Congress Carla Hayden announced last week that Joe Cappello has been selected to serve as the Library's chief human capital officer, effective immediately. Cappello has been acting in the position since January.

"The Library's employees are our greatest strength, so I am delighted that Joe Cappello will lead our Human Capital Directorate (HCD), because I know he is as committed to their success as I am," Hayden said. "Joe stepped in to serve as the acting chief human capital officer in January, and since that time he has demonstrated the highest standards of leadership and a strong command for the complex and important work of HCD."

"HCD plays an integral role in the Library's mission supporting the U.S. Congress and the American people," Cappello said. "We recruit top talent, provide professional development and training and ensure that a host of workforce-related needs are met. It is an honor to have been appointed to this critical role. I am humbled at the trust and confidence that has been placed in me, and I can't wait to continue the exciting work ahead."

As acting chief, Cappello led HCD through an unexpected and rapid transition to virtual service as a result of the COVID-19 pandemic. He is now leading a working group to plan for workforce and personnel needs during the phased return of staff to work on-site in Library buildings.

Prior to serving as acting chief, Cappello was the chief operating



Joe Cappello

Joe Cappello

officer for the Library Collections and Services Group, the chief operating officer for National and International Outreach and the acting director for National Enterprises.

Cappello previously served as assistant director of the Department Administration and Oversight Group of the U.S. Department of Justice, part of its budget staff leadership team. He was also the senior advisor to the department's chief information officer; in that capacity, he advised the chief information officer on the operations and management of a federal workforce of more than 300 employees and a contract staff of more than 1,300.

As chief of staff to the chief information officer at Immigration and Customs Enforcement in the

Department of Homeland Security, Cappello oversaw a staff of 380 federal employees and more than 400 contractor support personnel. He led personnel and human resource activities related to performance, adverse actions and employee grievances.

Cappello also served as a program analyst supporting the undersecretary of defense for intelligence; in that capacity, he was a Department of Defense liaison to the intelligence community.

Cappello was awarded the Director of National Intelligence Award for Collaborative Leadership and is a recipient of the Department of Defense's highest-level career award, the Office of the Secretary of Defense Medal for Exceptional Civilian Service.

Before entering federal civilian service, Cappello had a distinguished 22-year career in the U.S. Air Force. He served in multiple B-52 operational flying assignments supporting military operations, including Operation Desert Shield/Storm, Northern Watch, Enduring Freedom and Iraqi Freedom.

He gained extensive budget and congressional experience while serving on the Joint Chiefs of Staff, Headquarters Pentagon and U.S. Air Force headquarters staff as a legislative liaison on Capitol Hill.

Cappello has a bachelor's degree in political science from Clemson University and a master's degree in aeronautical science from Embry-Riddle Aeronautical University. He also is a graduate of the Leadership for a Democratic Society Program at the Federal Executive Institute. ■

HAVING TECHNICAL ISSUES?

It is important to report any technical issues you experience to the Office of the Chief Information Officer (OCIO). The OCIO service desk is staffed around the clock with technicians ready to help. Contact ocioservicedesk@loc.gov or (202) 707-7727.

OCIO has developed fact sheets and frequently asked questions to help teleworkers accomplish their work. They are available on the Library's public-facing web page (<https://go.usa.gov/xdtVQ>) in the technology resources section.

BUILDING ACCESS UPDATE

The C Street West doors are closed at the request of the U.S. Capitol Police to support its workforce during the pandemic. Staff should enter and exit Library buildings through the Independence Avenue doors or the Madison Building garage.

Date Announced for Restoring On-Site Operations

The initial step in the Library's phased-return plan takes effect June 22.

The Library's chief medical officer, Sandra Charles, has determined that local health conditions related to the COVID-19 coronavirus pandemic meet criteria the Library established to begin a phased return to on-site operations. The Library will implement phase one, part one, of the plan on June 22. Participating employees – approximately 200 staff members – have been notified.

Throughout the pandemic, Charles has monitored and evaluated pandemic conditions in the local area, working with the Library's Pandemic Task Force. Based on data reported in Maryland, Virginia and Washington, D.C., Librarian of Congress Carla Hayden was informed of Charles' determination. Considering it along with the social distancing, cleaning and health monitoring policies and procedures the

Library has implemented, Hayden reached her decision.

"I appreciate your hard work and dedication in juggling family responsibilities, anxieties and so many things during the past three months," Hayden told staff in a video address last week in advance of announcing the decision.

She also reported that Library supervisors overseeing the work of the returning staff members would be coming to the Library on June 15 to verify that all preparations have been made. The Library has instituted numerous layers of mitigation that are designed to prevent COVID-19 infections in Library buildings and facilities.

No timeline has been set for how long phase one, part one, will last, nor has a date been established to implement phase two. However, any employees expected to return to Library buildings will be notified at least one week before the date of their anticipated return.

In addition, the Library's Health Services Division (HSD) will con-

tinue to monitor conditions in the local area and report any symptoms or cases that develop as staff return to on-site operations. HSD's recommendations will inform the Library's decisions about moving from phases in the return plan and continuing policies and procedures to minimize risk of COVID-19 infections.

Staff are reminded to be vigilant and monitor themselves for symptoms of COVID-19 as local jurisdictions begin to relax restrictions associated with the pandemic. The Centers for Disease Control and Prevention has updated the list of recognized symptoms of COVID-19 (<https://go.usa.gov/xwUDb>), and staff are encouraged to review those symptoms and contact health care professionals by phone if they experience any of them.

In other pandemic-related news, the Library announced last week that all public events are canceled until Sept. 1 to reduce chances of transmitting COVID-19 in Library buildings. ■

'Hear You, Hear Me': Conversations on Race in America

The Library is launching a new online series, "Hear You, Hear Me," presenting conversations on race in America. The series is named for lines from the Langston Hughes poem "Theme for English B":

*But I guess I'm what
I feel and see and hear, Harlem, I
hear you.
hear you, hear me – we two – you,
me, talk on this page.*

Highlighting what poetry and literature can offer the nation as it contends with foundational issues of social justice, the series continues the June 5 dialogue between Librarian of Congress Carla Hayden and Lonnie G. Bunch III, the Smithsonian Institution's secretary (<https://bit.ly/2Mlu3et>).

Videos will be available on the National Book Festival Presents page: <https://go.usa.gov/xwP6t>

**Jason Reynolds and
Jacqueline Woodson
June 19, 4 p.m.**

To commemorate Juneteenth, Librarian of Congress Carla Hayden interviews Jason Reynolds, the current national ambassador for young people's literature, and former ambassador Jacqueline Woodson about ways to hear and support kids during a period of nationwide protest against injustice.

**Joy Harjo and Tracy K. Smith
July 9, 7 p.m.**

Librarian of Congress Carla Hayden talks with U.S. poets laureate Tracy

K. Smith and Joy Harjo about the power of poetry in times of crisis and as an enduring means to promote social justice.

**Colson Whitehead
July 16, 7 p.m.**

Librarian of Congress Carla Hayden speaks with two-time Pulitzer Prize winner Colson Whitehead about the need for stories from our past to help us contend with the present – especially at moments of great change.

Request ADA accommodations five business days in advance at (202) 707-6362 or ada@loc.gov. ■

Aspiring Leaders Take on Supervisory Roles Amid Crisis

LDP participants are learning unexpected lessons in flexibility.

BY TONYA DORSEY

What is it like to be a first-time supervisor in a virtual setting during a global pandemic? Fellows in the 10th iteration of the Library's Leadership Development Program (LDP) are finding out. They are the first fellows in the LDP's history to be placed in 120-day details as acting supervisors. Past cohorts carried out assignments involving completion of individual projects.

In March, after eight months of preparation – including leadership assessments, agency tours, presentations, formal training and coaching and mentoring sessions – the fellows began to apply what they learned as acting supervisors. Then, two weeks into their details, the workplace became virtual when the Library instituted maximum telework to address the COVID-19 coronavirus pandemic.

LDP program staff quickly provided learning tools for remote supervision, and mentors assisted fellows in acclimating. Each week since, program staff have led full-group continuing education sessions, supplemented by monthly one-on-one sessions. The fellows themselves established protocols for individual and teamwide virtual meetings with their supervisees.

Travis Hensley described the experience of supervising remotely in the Library's Events Office as both challenging and educational. "Any success I am having is a direct result of the intensive training we received," he said. "The support of other fellows in the cohort has made this unique situation so much less daunting."

To support staff she supervises in the U.S. Anglo Division through all of the unknowns of this period, Talía Guzmán-González has relied on a key question. "After each meeting,



Gloria Dixon

Gloria Dixon works from home on her Copyright Office supervisory detail.

I ask them if there's anything they would like me to explore," she said. "It is important to ... know when to say, I don't know, but I can find out for you."

Amal Morsy offers very practical guidance for virtual communications to the junior fellows she supervises in the Asian Division: "Be the first to log in to test the audio and all the links."

Diana Gibbs, who is detailed to the informal learning team in the Center for Learning, Literacy and Engagement, said she's been adapting on-site practices for telework. For example, she offers what she calls a "telework open-door arrangement," in which she sends Skype appointments to her staff to let them know she's available.

"This carves out time to replace invaluable spontaneous conversations that help all of us get things done," she said.

The scope of Gloria Dixon's detail in the Copyright Office's Licensing Division changed when expanded telework began, and several staff members she had not yet met were assigned to her team. To get to know them quickly, she asked team members by email what job they would have if they could have

any in the world, and she read the answers at the team's next meeting.

"Since the group knew each other, I listened as they guessed the person matching the description," she said. "This helped break the ice and helped me to quickly connect with the staff."

Chris Walker is detailed to the U.S. Arts, Sciences and Humanities Division. He said he's learned the importance of being mindful and flexible about receiving and sharing information. "When you get an email you are unclear about, ask for a follow-up call," he said. "It can be more efficient than a back-and-forth email chain."

"We are more than proud of our LDP Fellows," said Norma Scott, training and development supervisor in the Human Capital Directorate. "The value of learning and development is fully demonstrated when the learner applies the skills gained in the classroom to add value to the Library."

A virtual commencement ceremony for the fellows will take place later this year. The application period for LDP 11 opens on Nov. 2.

More information: <https://go.usa.gov/xwRAb> ■



Sahar Kazmi

Sahar Kazmi

Sahar Kazmi is a writer-editor in the Communications Section of the Office of the Chief Information Officer.

Tell us a little about your background.

My family moved around quite a bit, and my childhood was fairly evenly split between a few different places in the U.S. and my dad's home country of Pakistan. Today, I mostly call Texas home. My parents and siblings now live near Houston, and I went to the University of Texas at Austin, where I studied history. Before I came to the Library, I worked in speech-writing and digital media at a trade association here in D.C., but I spent most of my career before that in higher education.

What brought you to the Library, and what do you?

The Library was a major resource for me when I was a graduate student in history at Georgetown, but I don't think I could have imagined back then that I'd get a job here someday. I'd never worked in government before and came upon my current position by pure

chance last year. At the time, I was trying to find a way to connect my somewhat eclectic work history into a single role – something that blended the digital and analog and allowed me to continue writing. A communications position in the Office of the Chief Information Officer (OCIO) felt like a natural fit.

I joined the Library in November 2019, so I still feel very new here! My role is writer-editor, which means I support a variety of internal and external communications about the work done in OCIO. In any given week, I could be writing our weekly email newsletter (the OCIO Byte), doing research for a feature in the Gazette, composing technology user guides for staff or meeting with subject-matter experts from around OCIO to work on communications plans for the Library's numerous IT projects. I've really come to appreciate how my work is ever-changing and how there's always an opportunity to keep learning.

What are a few of your favorite projects so far?

It's been exciting to be a part of a relatively young service unit, especially one that's committed to communication and partner engagement. It's really allowed me to connect with my colleagues and feel like an active participant in the strides we're all making to help the Library better serve our constituents.

Plus, because OCIO's work touches every other team in the Library in some way, I've enjoyed supporting a wide diversity of projects so far. In just the last few months, I've helped run a virtual presentation for the Meeting of Frontiers col-

lection (<https://go.usa.gov/xwUvv>), collaborated on outreach around the work of the 2020 Innovators in Residence and edited online content created for both Library staff and the public.

How has the pandemic changed your work?

I'm lucky in that the majority of my projects can be done remotely, so I've been able to continue my work fairly normally since the start of the pandemic.

The biggest change for me is that I'm spending more time communicating information about the efforts of OCIO staff who are helping the Library stay online during this period. So many teams in OCIO have been working diligently to answer IT questions, resolve technical issues and continuously find better ways to help staff across the Library do their own jobs remotely. It's been gratifying to work with these specialists to craft step-by-step instructional guides for technology many staff may not be familiar with and to share OCIO's successes throughout the Library.

What do you enjoy doing outside work?

I love reading, practicing yoga, making short films and hiking with my husband and dog. I also volunteer at an after-school community program in my area.

What is something your co-workers may not know about you?

I am slightly obsessed with Cats the musical. There's no real plot to speak of, the characters all have names like Mr. Mistoffelees and the songs are somehow both nonsensical and unforgettable. What more could you ask for in entertainment? ■

OIG WOULD LIKE TO KNOW

Report suspected illegal activities, waste, fraud, abuse and mismanagement in Library of Congress administration and operations to the Office of the Inspector General (OIG). A link to all Library regulations is available on the staff intranet at <http://staff.loc.gov/sites/rules-and-regulations/>.

To make a report, contact OIG via the online form at www.loc.gov/about/office-of-the-inspector-general/contact-us/ or report anonymously by mail to 101 Independence Ave., S.E., LM 630, Washington, D.C., 20540-1060.

INTERNS, CONTINUED FROM 1

On Monday, a new class of eight interns in the HACU program, called HNIP, began to work remotely, and 14 high school students will start on June 29 through the Upward Bound program. The new interns follow 40 students IFP welcomed virtually on May 26 to the Library's popular Junior Fellows program, as reported in the May 29 Gazette issue.

Together, this summer's interns will contribute to projects across the Library, said Kimberly Powell, IFP's chief. "The internships will expand access to collections, engage new audiences with the Library's offerings and encourage lifelong learning, all critical focus areas for the Library."

Converting the spring HNIP session to a virtual format "proved that a remote internship can still be a valuable learning experience," said Kelly McKenna of IFP, who manages HNIP. "As a team, IFP built confidence this spring working in a collaborative online environment."

The keys to success, IFP determined, are frequent communications with interns, close collaboration with the Library colleagues mentoring them, flexibility and a willingness to experiment with new platforms and technology.

"Although we can't replace the experience of walking through the Library's historic buildings, the virtual internship format offers new ways to engage," McKenna said. "For example, IFP is researching tools like Webex breakout rooms to help facilitate connections through discussions."

HNIP got off the ground when the Library, concerned about underrepresentation of Hispanic Americans on the staff, signed an agreement with HACU establishing a formal internship program to encourage awareness of careers at the Library.

The program launched in summer 1999 with six interns. Now, three times a year, in the fall, spring and summer, students apply through HACU to intern at the Library.

This summer, Carlos Cedillo of Washburn University will help the Communications Office raise public awareness of the Library's digital content from his home in Kansas. Aranza Obscura of Texas A&M International University will support the National Book Festival, working remotely from Texas. Ricardo Hernandez and Angel Vergara of Gettysburg College and Abhik Thapa of George Mason University will contribute virtually to efforts of the Office of the Chief Information Officer from, respectively, Pennsylvania, Puerto Rico and Virginia. Jose Ramirez of the University of Maryland will assist with financial analysis in the Office of the Chief Operating Officer from his home in Maryland.

Two of this summer's HNIP interns, both from California – José Carreño of California State University (CSU), San Bernardino, and Daisy Pelayo Figueroa of CSU Fresno – will support virtual IFP programming, including Harvey Mudd College Upward Bound internships.

Upward Bound is a federally funded program that helps high-school student overcome economic and social barriers to attending college. Since 2000, the Library has collaborated with Harvey Mudd College, which coordinates Upward Bound for students in California's East San Gabriel Valley.

Typically, the college sends 14 rising seniors to Washington, D.C., for five weeks in the summer. They live and study on Georgetown University's campus and participate in internships at federal agencies. The Library usually works with three to seven interns each summer.

This year, however, because of the pandemic, everything is different. Georgetown has canceled its residential programs, and federal agencies aren't able to accommodate in-person internships, either.

Because IFP was already fine-tuning its ability to mentor interns virtually, staff reached out to Harvey Mudd College. As it turns out, the Library was the sole Washington,

D.C., agency to do so, and the college enthusiastically accepted its offer to host interns remotely. IFP agreed to mentor all 14 interns who would have traveled to Washington.

"If we can host two interns on a Webex, we can host 14," said Barrie Howard of IFP, who supervises Upward Bound internships at the Library.

For at least two hours three times a week, each intern will work on tasks guided by mentors from the Congressional Research Service, the Hispanic Division, the Law Library, the Library Collections and Services Group, the Office of the General Counsel and IFP.

The tasks include researching a Library collection, writing a profile of a Library office and interviewing a professional. At the end of the five weeks, the interns will be expected to present a proposal for how a Library collection might be used to answer a question or highlight an issue.

The program's main focus, however, is on mentoring and learning. "We are delighted to provide a learning lab to support the students' growth," Howard said.

Ashly Calderon of South El Monte, California, was an Upward Bound intern at the Library in 2018. She's now an undergraduate at the University of California, Santa Barbara, majoring in sociology and minoring in Spanish.

She said her experience at the Library was "amazing and rewarding," if a little surreal. "I loved going to the Library. ... I felt really proud to be there."

"Not many people are willing to take on a 16-year-old intern," she added of Howard, who mentored her. "He and the other mentors gave us a chance. For that, we will always be grateful." ■

**Your Employee Personal
Page (EPP) is at
www.nfc.usda.gov/epps/**